



express

CONNECT

for mobile meetings



Using Express CONNECT for the first time

The Express CONNECT app will look like this on your iOS or Android mobile device.

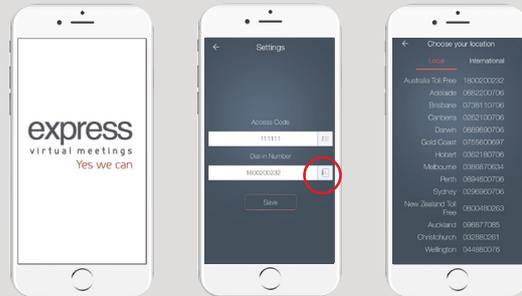


EXPRESS CONNECT

Open the app and you will see the welcome and **Settings** screens in succession.

When using Express CONNECT for the first time as a host or guest, enter your meeting access code and select your dial-in number by selecting the **phone book icon**.

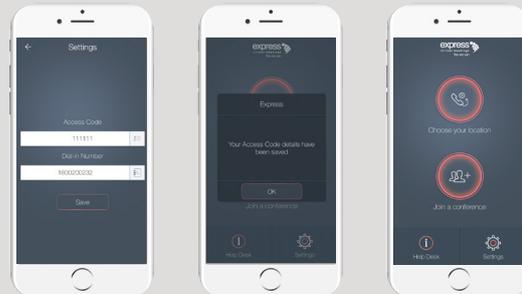
On the **Choose your location** screen select your dial-in number based on your location*.



Select **Save** on the settings screen.

Express CONNECT will confirm that your **access code** has been saved. Select **OK**.

You will return to the home screen, ready to **Join a conference**.



*What if your location isn't listed?

Simply select the back arrow in the **Choose your location** screen and select **Help Desk** from the home screen.

Choose a help desk number based on your location to speak to an operator who will help you connect into your meeting.



How to join a conference

The Express CONNECT app will look like this on your iOS or Android mobile device.



EXPRESS CONNECT

Open the app and you will see the welcome and home screens in succession.

On the home screen, select **Join a conference**.



The **Are these your meeting details?** pop-up screen will appear.

If the **meeting details** are correct, select **Yes** and Express CONNECT will automatically dial you into your conference.

Once connected, you will hear this message:

“Welcome to Express Virtual Meetings. Please enter your conference access code followed by the hash key.”

PLEASE DO NOT ENTER THE CONFERENCE ACCESS CODE.

Please wait while you are automatically connected into conference.

Once connected, host and guests will hear this message:

“Your conference access code has been confirmed. Please wait while you are joined to the conference.”

To end the call, simply hang up.



Adding conference access codes

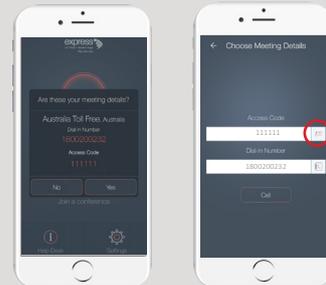
You can add and store **conference access codes** in **Express CONNECT** via the home screen by selecting **Join a conference**.



The **Are these your meeting details?** screen will pop up.

Select **NO**.

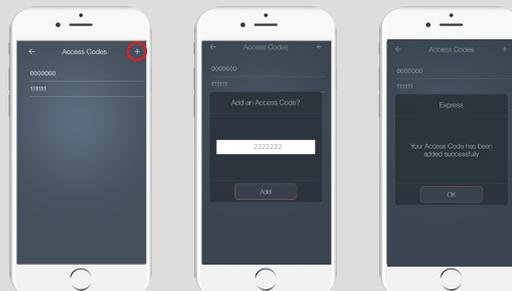
On the **Choose meeting details** screen, click on the **Access Code** key icon.



On the **Access Codes** screen, select **+** in the top right corner of the screen to add an additional access code.

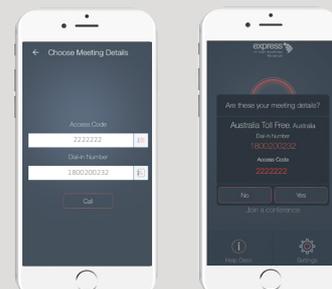
Enter your new access code when prompted by the **Add an Access Code?** pop-up, then select **Add**.

The app will confirm that **your Access Code has been added successfully**. Select **OK**.



You will be returned to the **Choose meeting details** screen, where you can select **Call** to start conferencing with your new access code.

Confirm that your meeting details are correct by selecting **Yes**. The app will then connect you into your meeting.



Changing your dial-in number based on your location

Express CONNECT is specifically designed for mobile meetings.

Your dial-in number can be changed at any time, wherever you are.

A comprehensive list of Australia and New Zealand local capital city and international toll free dial-in numbers are available at your fingertips.

To **change your dial-in number** based on your location, select **Choose your location** from the home screen.

Then select the **dial-in number** based on your location*.

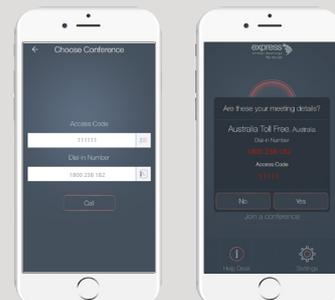


On the **Choose Conference** screen, you will see the new dial-in number you have just selected.

Select **CALL**.

The **Are these your meeting details?** screen will pop up confirming your meeting details.

If they are correct, select **Yes** to start conferencing immediately.



*What if your location isn't listed?

Simply select the back arrow in the **Choose your location** screen and select **Help Desk** from the home screen.

Choose a help desk number based on your location to speak to an operator who will help you connect into your meeting.





USER GUIDE 2016

Express CONNECT iOS and Android mobile app is a product of:

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